

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF ALPINE**

*Court Administration – Personnel
P.O. Box 518
Markleeville, CA 96120
Phone (530)694-2113-Fax (530)694-2119*

NOTICE OF EMPLOYMENT OPPORTUNITY

**RECORDS RETENTION SPECIALIST
*Superior Court of California, County of Alpine***

**SALARY and
BENEFITS:**

(\$3009-\$3622 per month), full-time position. Excellent benefit package: The Court pays the medical, dental, and vision insurance premiums for the employees and their dependents. Employees may be required to participate in these costs at some point in the future. Dental and vision benefits apply after six-month probationary period. The Court participates in the California Public Employees Retirement System (PERS.) The Court pays the employer contribution and the employee is responsible for their proportionate contribution. Vacation, sick leave and 15-paid holidays per year.

DEFINITION AND DISTINGUISHING CHARACTERISTICS:

Under supervision, this position plans, directs, and organizes the central records function of the court, including scanning, microfilming, storage, retrieval and destruction of records as appropriate. This class is responsible for the countywide court records system including the documents that are used for microfilm production.

REPRESENTATIVE DUTIES:

- 1. Plans, directs and coordinates records management activities; plans and coordinates relocation of court records from courthouse site(s) to the records center; evaluates file space storage needs in all departments.*
- 2. Manages file organization, accessibility, security, and space utilization issues: administers a disposition and destruction schedule of records and assists user departments in establishing record retention and destruction schedules; develops and implements techniques to safeguard and control the storage and destruction of court microfilm, records and documents.*
- 3. Develops quality control standards to insure that archived records do not deteriorate in storage.*
- 4. Researches and recommends new technological procedures and programs regarding records and forms; consults with Court Administrator regarding records management procedures.*

5. *Interprets new legislation and its impact on the court's record system; implements new and revised record management procedures.*
6. *Prepares statistical reports regarding records management for executive management information.*

JUDGMENT AND RESPONSIBILITY:

Under supervision, incumbents in this position exercise a significant amount of judgment in the selection of methods, equipment, and process for developing a records storage system and the maintenance of important court documents and records. Errors in judgment could result in inefficient operations of the records center; inability to respond to the needs of the court and public; ineffective disposition and destruction process; and unplanned expenditure of time and resources. Reports to Court Executive Officer.

QUALIFICATION GUIDELINES:

Qualified candidates will possess any combination of education and/or experience providing the knowledge, skills and abilities for satisfactory job performance. Examples include: minimum two semesters of college coursework, including legal classes or one-year records management experience and one-year experience in an office environment.

Applicants should have a minimal proficiency in the use of Excel and Word. Applicants must also have a valid driver's license.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job requirements.

This job requires the ability to sit at a desk for long periods of time, to stoop, kneel, crouch, and reach while performing these duties; lift and move boxes weighing up to 40 pounds (occasionally). This job requires extended periods of time at a keyboard. Applicant must be able to communicate well with court staff, other governmental agencies, and the general public.

INTERVIEWS:

Interviews are tentatively scheduled for January 8, 2004, at the Court House building located at 14777 State Route 89, Markleeville, California. Successful applicant is subject to reference / background check.

APPLICATION DEADLINE:

Applications must be received on or before FRIDAY, January 2, 2004 at 5:00 p.m.
NO FAXES ACCEPTED.

Apply to:

Superior Court of California, County of Alpine
Court Administration
P.O. Box 518
Markleeville, California 96120
(530)694-2113

The Superior Court of California, County of Alpine is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.